SSIS Mentor Meeting
February 10, 2004

Topic	Discussion	Action Item
Welcome	Maureen welcomed all mentors and reported that in lieu of Beth Dewyre's SSIS Update, the meeting would start with a presentation by Dave Sagisser, Software Development, Quality Assurance/Help Desk Manager.	
Response to Version 3.6 Issue	Dave Sagisser proceeded with introducing two of his senior developers, Andres Nelson and Brian Parliament stating that they were here to listen to other concerns that the mentors had about 3.6.	
	Dave let the mentors know what SSIS already knew about some of their concerns regarding Version 3.6:	
	*Server Lockup	
	*Slow performance	
	Mouse clicks takes a long time	
	Taking longer to get where you need to go.	
	More data to enter	
	Reports aren't working	
	Dave listened to the additional concerns as stated:	
	Keyboarding identified keys to tab through and get drop-downs from the screens. **Response:** SSIS ran out of mnemonics and are in the process of trying to take care of the issue.	
	Contact w/case notes—Don't have the case notes show in the chronology grid.	
	One county stated that the application was well developed but it doesn't fit for social workers.	
	Counties would like to know the priorities of the requests for enhancements so that they could be involved in prioritizing them with SSIS. They think that the counties would know which are in their best interests at the time.	
	Documents lock up and there are printer driver issues.	
	SSIS don't address all issues. Continue to have the issue of Chronology bringing up all records with oldest first. Could it default the newest first?	
	Can the button names stay consistent? Save vs. OK, Close vs Save.	
	There is a bug in the Editor where you must Save once in the Editor before you go out and then Save also to the database when you leave the Editor.	
	Itasca County invited SSIS to do a site visit in their county.	
	Dave ended his presentation by thanking the mentors for their feedback and that he would go back and prepare a plan of action with SSIS.	

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IV-E Eligibility	Noreen Koch-Myer presented the new information for Version 3.7. • There will be ELIG records in SSIS that are coming from MAXIS. • The financial workers in MAXIS determine IV-E eligibility and the results of their determination are sent to SSIS once a month. • The link between MAXIS and SSIS will be based on the Person Master Index number (PMI). • The mentors would like to have an Alert or Reminder that IV-E has been determined, denied, transferred, closed. • Is there information that gets sent to MAXIS? Where is it recorded? **Response:** There will be more training during the videoconference that will speak to the screens in SSIS and submission information. • It is important from the county's point of view that MAXIS knows that the initiating county of MAXIS services may not be the servicing county of social services. • How will it work in Adoption when the child has 2 PMI's? • Will the Court Action screen be required in Version 3.7. **Response:** See Project Update #159 • When there is a case transferred in MAXIS from one county to the next, this may not change social services county of financial responsibility. • IV-E screens are view only in SSIS. If social services staff notice a discrepancy in MAXIS, they can call the MAXIS financial worker to clarify information. • There will be a reminder in Alerts/Reminders that will let the worker know about IV-E. . It will read, " New IV-E eligibility determination received". • Is the Court Actions screen a mandatory screen in Version 3.7? Read Project Update #159. • The MAXIS information available to counties will only be from MN. If IV-E eligibility is available in another state, the SSIS worker cannot receive that information through SSIS. • The date that a voluntary agreement is signed will have to be communicated to a MAXIS worker through normal channels. • The IV-E screen in Version 3.6 will no longer be in Version 3.7. Old information will display as legacy information and display only. • IV-E information will fill into the Child in Placement Report in Version 3.7. • Counties must fill in the AFCARS screen after Version 3.7.	Handouts on the web

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IV-E con'd.	• Information from MAXIS regarding IV-E eligibility will be entered on SWNDX and be viewable in Real Time. The county clearing person will still have to clear them to SWNDX to get the PMI but the eligibility will be out there for reference. • The IV-E reviews that are completed in MAXIS will be added in the next phase of SSIS and information is not available yet. • The county worker will be responsible for all communication and paperwork according to the procedures of the county. • All forms that have been used for IV-E application and re-determination will continue to be used. • How will adopted clients show up on SWNDX? **Response:** County staff will be able to see both records (pre and post adoption records) each with their own unique PMI and if the child is cleared to old PMI, the clearing worker needs to clear the new record to get the new PMI.	Handouts on the web
Charting & Analysis	Lisa Litchfield presented the new Charting and Analysis module in Version 3.7. This module tracks on the Federal and State Outcome measures for the counties. It provides charts in different format containing data that has been entered into the application. One of the high points of the presentation among many is that the counties can go out to the SSIS web site and compare their results with the results statewide. The mentors seemed to think that this would be well received by management in the counties. Security function necessary of Access Charting and Analysis.	Handouts on the web
PRISM tab on State Search	The PRISM tab displays only IV-E kids. It will also include: • Date of Health Insurance. Court ordered or Date of Start. • Only PRISM history for this child. All children on PRISM case. • The ordered child support is for this child only. • At this time, the Child Support Officer's name is not displaying. • The dollar amount that is listed is what the Child Support Office received. • This screen does not display the obligor's name either.	Handouts on the web
Workgroup Tab in State Detail	• The Workgroup tab displays all workgroups that the client is/has been a part of and all programs. • The worker will see all clients in each of the workgroups. • The worker must have View statewide workgroups security function.	

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CP Report Tab in State Search	The Child Protection Report Tab resides on the State Search results screen. This screen displays determined and undetermined maltreatment reports by county by child as well as results of an appeal if appropriate. • These results go back to January 1, 2000. • To view this screen, the worker must have the Security Function of View CP Reports. • Allegations from screened out Intakes are not included. • Only allegations in workgroups are visible. • There will be a message that states if a county is not showing. • The information is coming from each county database so the search time may be longer depending on how many databases the application is pulling from.	Handouts on the web
Placements	Nan Beman continues to laser in on the definition of placement for counties. • There is a Bulletin coming out that has a definition of placement, and some entry guidelines. It is not possible to completely define entry guidelines because the social work case plan, legal status, and type of facility are entwined in the decision about placement versus non-placement. • The state of MN has a high re-entry into placement rate. Each county will have to analyze their own re-entry causes and offer solutions. • The mentors continued to ask questions around different institutions and if they were placements. • Short-term consequence placement for acting out behavior may not be a "placement" if the social service case plan includes the consequential response to poor behaviors as a standard response. The term as used here relates to consequential "placements" provided to a family to support the child's home, much as respite is offered to support the child's home. • Any qualified placement longer than 24 hours must be entered. • (Maureen: I'd take this out. Not sure what you referring to here.) • There is legislation being proposed to include the concept of trial home visits, which can be up to 6 months long.	Handouts on the web
CWB Tool	Nan talked about the Child Well Being Tool. This information was sent out by DHS and is available as an Edoc out on the web. http://edocs.state.mn.us/fserver/legacy/DHS-3554A-ENG If you have questions, please call. Mark Faxfog 651-296-7950 or Kris Johnson –651-297-2711	Handouts on the web

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CMH Screening Tool.	Nan talked briefly about these tools. SSIS is in discussions with CMH staff on a future screen, which may ask for information about the status of CMH screenings done. There will be training for the CMH worker in May regarding the CMH screening.	Handouts on the web
IV-E Audit Information	Nan reminded the mentors that there is going to be an audit by the Feds in April of 2004. The directors will get a memo in March asking for the cases that will be audited. If the placement started prior to 4/1/2003, the Feds will go all the way back to the beginning of the placement. Make sure there is a printed placement record in the file from SSIS. Be prepared!!!	Handouts on the web
Other issue	Chris Pelzer from Todd County asked if SSIS could videotape the mentor meetings for the counties. This would be used to update staff in areas unfamiliar to mentors. SSIS is not able to provide this service to the mentors and Maureen stated that the counties would be free to videotape any mentor meeting of their choice. There seemed to be interest among the mentors to share in this responsibility for each other.	
Next Meeting	The next meeting will be held on April 6, 2004 in Little Falls. The CSIS user meeting will be held on April 7, 2004 in Little Falls also.	Meeting was adjourned at 3:00 PM.